

PRICING PROPOSAL COVER SHEET (Cost or Pricing Data Required)			SOLICITATION/SUBCONTRACT/MODIFICATION NUMBER			Form 620 Rev. 11/99		
NAME AND ADDRESS OF OFFEROR			POINT OF CONTACT TELEPHONE					
			TYPE OF SUBCONTRACT					
			PERIOD OF PERFORMANCE					
			PROPOSED AMOUNT					
Cost Elements (Costs shall be itemized for each line item in accordance with the offeror's cost accounting system. If proposing more than one line item, also provide summary total amounts for each cost element covering all line items.)					Total Cost		Reference	
Materials and Services								
Subcontract Items								
Interdivisional Transfers								
Material Overhead								
Direct Labor (specify)								
Labor Overhead (specify)								
Travel								
Consultants								
Other Costs								
Subtotal								
General and Administrative Expenses								
Royalties								
Facilities Capital Cost of Money								
Subtotal								
Profit or Fee								
PROVIDE THE FOLLOWING (If available)								
NAME AND ADDRESS OF SUBCONTRACT ADMINISTRATION OFFICE					NAME AND ADDRESS OF AUDIT OFFICE			
EMAIL/FAX					EMAIL/FAX			
TELEPHONE	AREA CODE	NUMBER			TELEPHONE	AREA CODE	NUMBER	
WILL YOU REQUIRE THE USE OF ANY GOVERNMENT PROPERTY IN THE PERFORMANCE OF THIS WORK? (If Yes, identify.) <input type="checkbox"/> YES <input type="checkbox"/> NO					DO YOU REQUIRE GOVERNMENT SUBCONTRACT FINANCING TO PERFORM THIS PROPOSED SUBCONTRACT? (If Yes, complete item to the right.) <input type="checkbox"/> YES <input type="checkbox"/> NO		FINANCING REQUIRED (Check one.) <input type="checkbox"/> YES <input type="checkbox"/> NO TYPE: COST REIMBURSEMENT PROGRESS PAYMENTS	
HAVE YOU BEEN AWARDED ANY CONTRACTS OR SUBCONTRACTS FOR THE SAME OR SIMILAR ITEMS WITHIN THE PAST 3 YEARS? (If Yes, identify item(s), customer(s) and contract number(s) on plain paper.) <input type="checkbox"/> YES <input type="checkbox"/> NO					IS THIS PROPOSAL CONSISTENT WITH YOUR ESTABLISHED ESTIMATING AND ACCOUNTING PRACTICES AND PROCEDURES AND FAR PART 31, COST PRINCIPLES? (If No, explain on plain paper.) <input type="checkbox"/> YES <input type="checkbox"/> NO			
COST ACCOUNTING STANDARDS BOARD (CASB) DATA (Public Law 91-379 as amended and FAR PART 30)								
WILL THIS SUBCONTRACT ACTION BE SUBJECT TO CASB REGULATIONS? (If No, explain in proposal.) <input type="checkbox"/> YES <input type="checkbox"/> NO					HAVE YOU SUBMITTED A CASB DISCLOSURE STATEMENT (CASB DS-1 or 2)? (If Yes, specify in proposal the office submitted to and whether determined to be adequate.) <input type="checkbox"/> YES <input type="checkbox"/> NO			
HAVE YOU BEEN NOTIFIED THAT YOU ARE OR MAY BE IN NONCOMPLIANCE WITH YOUR DISCLOSURE STATEMENT OR COST ACCOUNTING STANDARDS? (If Yes, explain in proposal.) <input type="checkbox"/> YES <input type="checkbox"/> NO					IS ANY ASPECT OF THIS PROPOSAL INCONSISTENT WITH YOUR DISCLOSED PRACTICES OR APPLICABLE COST ACCOUNTING STANDARDS? (If Yes, explain in proposal.) <input type="checkbox"/> YES <input type="checkbox"/> NO			
This proposal reflects our estimates and/or actual costs as of this date and conforms with the instructions in FAR 15.403-5(b)(1) and this document. By submitting this proposal, we grant the University the right to examine, at any time before award, those records, which include books, documents, accounting procedures and practices, and other data, regardless of type and form or whether such supporting information is specifically referenced or included in the proposal as the basis for pricing, that will permit an adequate evaluation of the proposed price.								
NAME OF OFFEROR (Type)			TITLE OF OFFEROR (Type)			NAME OF FIRM		
SIGNATURE						DATE OF SUBMISSION		

When Cost or Pricing Data Are Required

As part of the specific information required, you must submit, with your proposal, cost or pricing data (that is, data that are verifiable and factual and otherwise, as defined at FAR 15.401). You must clearly identify on your cover sheet or by completing and signing the Form 620 that cost or pricing data are included as part of the proposal. A clear distinction exists between submitting cost or pricing data and merely making available books, records, and other documents without identification. The requirement for submission of cost or pricing data is met when all accurate cost or pricing data reasonably available to you has been submitted, either actually or by specific identification, to the University. As later information comes into your possession, it should be submitted promptly to the University in a manner that clearly shows how the information relates to your price proposal. The requirement for submission of cost or pricing data continues up to the time of agreement on price, or an earlier date agreed upon between the parties if applicable.

This Form 620 provides a mechanism for you to submit a pricing proposal of estimated and/or incurred costs by line item with supporting information adequately cross-referenced and suitable for detailed analysis by the University. Attach a breakdown of cost elements similar to the breakdown listed on page 1 for each proposed line item. The breakdown must reflect any specific requirements established by the University and be consistent with your cost accounting system. **Note:** When proposing more than one line item, furnish summary total amounts for each cost element that covers all line items. If an agreement has been reached with Government representatives on the use of forward pricing rates/factors, identify the agreement, include a copy, and describe its nature.

In submitting your proposal, you must include an index, appropriately referenced, of all the cost or pricing data and information accompanying or identified in the proposal. In addition, you must annotate any future additions and/or revisions, up to the date of agreement on price, or an earlier date agreed upon by the parties, on a supplemental index. In addition, you must submit with your proposal any information reasonably required to explain your estimating process, including--

- (a) The judgmental factors applied and the mathematical or other methods used in the estimate, including those used in projecting from known data; and
- (b) The nature and amount of any contingencies included in the proposed price.

Whenever you have incurred costs for work performed before submission of a proposal, you must identify those costs in your cost/price proposal.

As soon as practicable after final agreement on price or an earlier date agreed to by the parties, but before the award resulting from the proposal, you must, under the conditions stated in FAR 15.406-2, submit a *Certificate of Current Cost or Pricing Data*.

Depending upon your cost accounting system, you must provide breakdowns for the following basic cost elements, as applicable:

Materials and services. Provide a consolidated priced summary of individual material quantities included in the various tasks, orders, or subcontract line items being proposed and the basis for pricing (vendor quotes, invoice prices, etc.). Include raw materials, parts, components, assemblies, and services to be produced or performed by others. For all items proposed, identify the item and show the source, quantity, and price. Conduct price analyses of all subcontractor proposals. Conduct cost analyses for all subcontracts when cost or pricing data are submitted by the subcontractor. Include these analyses as part of your own cost or pricing data submissions for subcontracts expected to exceed \$500,000. These requirements also apply to all subcontractors if required to submit cost or pricing data.

Direct Labor. Provide a time-phased (e.g., monthly, quarterly, etc.) breakdown of labor hours, rates, and cost by appropriate category, and furnish bases for estimates.

Indirect Costs. Indicate how you have computed and applied your indirect costs, including cost breakdowns. Show trends and budgetary data to provide a basis for evaluating the reasonableness of proposed rates. Indicate the rates used and provide an appropriate explanation.

Other Costs. List all other costs not otherwise included in the categories described above (e.g., special tooling, travel, computer and consultant services, preservation, packaging and packing, spoilage and rework, and Federal excise tax on finished articles) and provide bases for pricing.

Royalties. If royalties exceed \$1,500, you must provide the following information on a separate page for each separate royalty or license fee: (1) Name and address of licensor; (2) Date of license agreement; (3) Patent numbers; (4) Patent application serial numbers, or other basis on which the royalty is payable; (5) Brief description (including any part or model numbers of each subcontract item or component on which the royalty is payable); (6) Percentage or dollar rate of royalty per unit; (7) Unit price of subcontract item; (8) Number of units; (9) Total dollar amount of royalties; and (10) If specifically requested by the Procurement Specialist, a copy of the current license agreement and identification of applicable claims of specific patents (see FAR 27.204 and 31.205-37).

Facilities Capital Cost of Money. When you elect to claim facilities capital cost of money as an allowable cost, you must submit Form CASB-CMF and show the calculation of the proposed amount (see FAR 31.205-10).